

## Chapter 2

# Defining General Options and ChartFields

## 2.1

### Chapter Overview

PeopleSoft Financials relies on tables to store not only journal transactions, but also the financial structure and processing rules that drive the system. Before you can begin entering and processing data, it is a good idea to understand the PeopleSoft accounting ChartField structure, as is maintained for the State of Indiana, as well as the control tables in which the ChartField data is stored. In this chapter, we will discuss the ChartField definition and the individual fields that make up the ChartField strings for various transactions and their supporting control tables, all of which are used across the various PeopleSoft applications. All PeopleSoft financial modules, General Ledger, Payables, Receivables and others, can share common information from the same core tables.

### Chapter Objectives

By the end of this chapter, you will be able to:

- Understand and Use Accounting ChartField strings

## 2.2

## Defining ChartField Values

In PeopleSoft Financial applications, the individual fields in your accounting structure are called ChartFields. ChartFields are used to classify accounting transactions created in subsystems or entered directly into general ledger. These are the fields that store your chart of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data. You can simultaneously record the same transaction by product, project, investment portfolio, policy, endowment, fund, service, or any number of categories by using other ChartFields with appropriate values.

The State of Indiana has defined the following structures: (GLC2.01).

State of Indiana - General Ledger Chartfields										
Field Name	Business Unit	Fund	Account	Budget/Reference	Program	Department	Locality	Product	Incident	Project
Field Data Type	BUSINESS UNIT	FUND CODE	ACCOUNT	BUDGET REF	PROGRAM CODE	DEPTID	CHARTFIELD2	PRODUCT	CHARTFIELD3	PROJECT ID
Field Type	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Alpha/Numeric
Field Length	Char	Char	Char	Char	Char	Char	Char	Char	Char	Char
	5	5	6	4	5	6	10	6	10	15
Legacy Name	Distributional Agency	Fund/Center/Combo	Object		No equivalent exists		Class		No equivalent exists	
Entry Seq	1									
Required	Required for ALL transactions	Required for ALL transactions	Required for ALL transactions	Required for Revenue and Expense transactions only	Required for Revenue and Expense transactions only	Required for Revenue and Expense transactions only	Required for Revenue and Expense transactions - Specific Funds-Only	Required for Revenue and Expense transactions - Internal Service Fund Only	Use as instructed by the Financial Policy Group	Special Rules will govern use
SETID	STND	BU Specific	STND	STND	BU Specific	BU Specific	STND except for INDOT which will use 00800	BU Specific	STND	BU Specific
Descr	The Business Unit is the principal unit of financial accountability within State government. Note: State Gov will keep the same set of business unit codes in the new chartfields. Currently, business unit numbers are not expected to change.	Fund is the primary means within a Business Unit for tracking and relating specific revenues or budget sources to budget authority. Note: Generally, each combination of one Fund in ENCOMPASS, New Fund numbers will map to old Fund Center. Additionally, it should be noted that there will be no detailed small numbering of the Fund codes.	The account number is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure or financial position of the Fund or entity.	The Budget Reference is used to identify the State fiscal year associated with the particular transaction.	The Program chartfield is a classification of an activity according to the purpose or objective of the activity. One initiative, PROBE, supported the identification of these activities and from the resulting report, Program values have been established.	The Department represents an organizational function to which expenditures and other activities must be identified. Note: The current plan is to use the department codes currently utilized by HR.	The Locality chartfield identifies a geographic location or geographic area. Note: With the Class field will be used to represent geographic location or region. You should provide the type of information you need to capture (ie, number of regions). Actual values will be centrally coordinated.	The Product Chartfield will be used to track costs of goods or services provided to other State Agencies.	Incident is a transactional classification used to track costs associated with a particular event or activity, such as a hurricane or tornado, as determined by the Statewide Financial Policy Group.	A Project is an accumulation of costs for a definite period of time. The Project provides a significant portion of the transactional classification capability necessary to track expenses, revenues, asset capitalization and other financial activity.
Maintenance Responsibility	Not Applicable	Agencies will request through the agency's budget analyst. New chartfield will be reviewed and approved centrally by the Statewide Financial Policy Group. GMS will create a new chartfield in ENCOMPASS.	Agencies will request through the agency's budget analyst. New chartfield will be reviewed and approved centrally by the Statewide Financial Policy Group. GMS will create a new chartfield in ENCOMPASS.	Not Applicable	Agencies will request through the agency's budget analyst. New chartfield will be reviewed and approved centrally by the Statewide Financial Policy Group. GMS will create a new chartfield in ENCOMPASS.	New Department chartfields will continue to be assigned by the State Personnel Department. However, going forward an agency will need to recommend a Department chartfield to be assigned to the new Department.	Agencies will request through the agency's budget analyst. New Product Chartfield values will be reviewed centrally by the Statewide Financial Policy Group. GMS will create a new chartfield in ENCOMPASS.	Agencies will request through the agency's budget analyst. New Product Chartfield values will be reviewed centrally by the Statewide Financial Policy Group. GMS will create a new chartfield in ENCOMPASS.	New Incident Chartfield values will be determined centrally by the Statewide Financial Policy Group as requested by the Office of Management and Budget. Once values are determined by the Financial Policy Group, GMS will create a new chartfield in ENCOMPASS.	Agencies that have been trained on the creation of the Project values will be allowed to setup the values in ENCOMPASS for their use. Agencies that have not been trained on the Project setup should submit a request to GMS to be created in ENCOMPASS.

2.3

GLC 2.01

## 2.4

State of Indiana - Project Chartfields

Name		Project			
Field	Activity	Source Type	Source Category	Source SubCategory	Analysis Type
	ACTIVITY_ID	RESOURCE_TYPE	RESOURCE_CATEGORY	RESOURCE_SUB_CAT	
Data Type	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric
Field Type	Char	Char	Char	Char	Char
Field Length	7	5	5	5	3
Legacy Name					
Entry Seq			12		
Required	Required when Project Chartfield is used	Optional	Functional Source Cats are Optional and Distributional Source Cats are required	Optional	Required
SETID	BU Specific	BU Specific	BU Specific	BU Specific	STIND
Descr	The Activity ChartField within the Project Module will be used to distinguish Functional Activity and Distributional Activity.	The Source Type ChartField provides State Agencies with a ChartField to be utilized to meet their external and internal reporting needs not satisfied by the Activity ChartField. For State Agencies that are required for external and internal reporting to report transactional information at a level more detailed or different than the level utilized in the Activity ChartField, the Source Type ChartField will be utilized.	The Source Category ChartField within the Project module will be used for two distinct designations: Functional Source Category and Distributional Source Category.	The Source SubCategory ChartField within the Project module will be used to designate Functional Source SubCategory and Distributional Source SubCategory.	Analysis Type is used within module to denote the actions generated by the transaction, to process the transaction should be further processed within the Project where applicable to route the transaction to another module within ENCOMPASS.

GLC 2.02

## SetID Values

### SetID Definition and Purpose

Chartfields values are stored in TableSet control tables and are indexed and shared across business units by setIDs. TableSets are used in all PeopleSoft Financials applications.

A TableSet is a group of rows shared across control tables and identified by the same setID, on which the accounting structure is defined for each business unit. For a business unit to process transactions, it must have an associated TableSet.

Several business units can share the control data in a TableSet; for example, the Account ChartField is defined by setID STIND, any number of business units can be setup to share the Accounts in setID STIND or an alternate TableSet of Account values can be assigned to any given Business Unit.

Consider this relationship in simplified terms: the business unit contains all the actual data, and the TableSet contains the rules by which the data is processed. A setID identifies each TableSet. You can have as many setIDs as you like, but having numerous setIDs makes TableSet sharing more complex. Create at least one setID even if you do not take advantage of TableSet sharing. Some organizations need only one setID.

**2.5**

## Business Unit ChartField

### Business Unit Definition and Purpose

**Definition:** The Business Unit is the principal unit of financial accountability within State government.

**Purpose:** The Business Unit will be assigned centrally in a manner that best supports statewide internal financial control objectives and reflects financial responsibility.

#### NOTE

Business Unit is not defined within the same menus or application table structures as the other ChartFields discussed in this chapter, however it is a required ChartField for all transactions.

### Business Unit Basics

**Field Length:** The Business Unit ChartField is configured as a five (5) numeric field.

**Required/non-required:** The Business Unit ChartField will be required for all transactions.

**Values:** Generally, the Business Unit will be the same as the agency's Distributional Agency number in GEAC plus two leading zeros "00".

### Guided Activity | Review an existing Business Unit Definition

- 1** Click Setup Financials/Supply Chain > Business Unit Related > General Ledger Definition
- 2** Select a Business Unit definition to review
- 3** Click search

General Ledger Definition - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/psaostrn/EMPLOYEE/ERP/c/ESTABLISH\_BUSINESS\_UNITS.BUS\_UNIT\_TBL.GBL?FolderPatl

ENCOMPASS

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- Worklist
- Tree Manager

Definition | Journal Options | Currency Options | Approval Options | Inter/intraUnit

Business Unit: 00050

Description: Auditor of State \*As of Date: 01/01/1900

Short Desc: Auditor

\*Base Currency: USD

Holiday List:

☐ Customer Vendor Affiliate

☐ Enable Document Sequencing ☐ Consol - For Eliminations Only

Business Unit ID Numbers ADB Incremental Calc Method

Save Return to Search Notify Add Update/Display

Definition | Journal Options | Currency Options | Approval Options | Inter/intraUnit

2.7

## GLSC 2.03

## What Has Changed?

- A single financial transaction can now be recorded against multiple Business Units.

## Fund Code ChartField

### Fund Chartfield Definition and Purpose

**Definition:** Fund is the primary means within a Business Unit for tracking and relating specific sources and uses of revenues or budget authority.

**Purpose:** Funds are self balancing sets of accounting records. Each Business Unit will have at least one fund, however most will have multiple funds, one for each State appropriation, Federal Granting Agency, or other source of spending authority.

### Fund ChartField Basics

**Field Length:** The Fund ChartField is configured as a five (5) numeric field.

**Required/non-required:** The Fund ChartField will be required for all transactions.

**Values:** The first numeric value will denote the fund type:

- 1 – 2: General Funds
- 3 – 5: Special Revenue Funds



## Guided Activity | Review an existing Fund Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click Fund Code and select a value for review
- 4 Select a value for review
- 5 Click Search

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ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/isastrn/EMPLOYEE/ERP/c/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?FolderPath=PC

File Edit View Favorites Tools Help

Search Web

ChartField Values

ENCOMPASS

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      - Account Types
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    - Combination Editing
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    - Review
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Fund Code

SetID: STIND Fund Code: 10010

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
01/01/2007	Active	HOUSE PAYROLL (LEGISLATORS)	HOUSE PAYR	<input type="checkbox"/>	Attributes

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

GLSC 2.04

## 2.10

## What Has Changed?

- The Fund ChartField will replace the current Fund / Center combination in GEAC.
- The numbering of the new Fund ChartField values will not be a direct correlation to the current Fund and Center values in GEAC.
- Where other fields or combination of fields serve the current purpose of capturing financial information, such as location or project, certain existing fund / center combinations have been combined where only one Fund value is used.
- The Locality ChartField will be used to distinguish the different locations.
- Fund ChartField Attributes: There will be eight new Fund ChartField Attributes assigned to a Fund to associate every financial transaction to these related attributes. (See ChartField Attributes subsection below).
- A single financial transaction now can be recorded against multiple Funds.
- The Structure and Financial Rules Regarding Federal Funds have changed significantly. (See Federal Funds subsection below)
- Appropriations and Allotments have been established for All Funds. All Funds are now subject to Commitment Control. (See Commitment Control Subsection below)

## Fund ChartField Attributes

Every Fund ChartField value will be assigned the eight Fund ChartField Attributes listed below:

Attribute	Description
Legal Fund	One or more Fund ChartField values will be combined into a Legal Fund classification based upon the Fund Definition per the State of Indiana Compiled Statutes (Budget Bills). <ul style="list-style-type: none"> <li>• Generally corresponds to the 4 digit fund in GEAC.</li> </ul>
CAFR Fund	One or more Fund ChartField values will be combined into a CAFR Fund classification based upon Generally Accepted Accounting Principles. <ul style="list-style-type: none"> <li>• The CAFR Fund will correspond to the Legal Fund, unless grouping certain funds per the Legal Definition would be inappropriate for Financial Reporting purposes.</li> </ul>

Attribute	Description
Fund Type	<p>Used to denote how a fund should be reported for financial reporting purposes:</p> <p><i>For further information, please refer to the NEW State Accounting Manual.</i></p> <p>Sample values:            AF = Agency Funds            CP = Capital Project Funds            DS = Debt Service Funds            EF = Enterprise Funds            GF = General Funds            IS = Internal Service Funds            PE = Permanent Funds            PT = Pension Trust Funds            PP = Private Purpose Trust Funds            SR = Special Revenue Funds</p>
Funding Source	<p>This attribute represents the primary funding source for the fund.</p> <p><i>For further information, please refer to the NEW State Accounting Manual.</i></p> <p>Sample values:            F = Federal (Any Fund with Any Federal Funding will be denoted as Federal)            G = State General Fund (A Fund that receives State General Fund Appropriations)            L = Local Funds (A Fund that solely represents Funds Held for Local Governments)            P = Private Grant Funds (A Fund that solely represents Grants from Private Entities)</p>
Control Code	<p>This attribute signifies how the remaining budgeting balance in a Fund is accounted for at the close of a fiscal year.</p> <p><i>For further information, please refer to the NEW State Accounting Manual.</i></p> <p>Sample values:            3 = Reverting, receipt of revenue has no budgetary impact            4 = Limited reverting            5 = Non-reverting, receipt of revenue increases appropriations            6 = Non-reverting, receipt of revenue increases appropriations and allotments            7 = Non-reverting, receipt of revenue has no budgetary impact.</p>
Function of Government	Determines the Financial Reporting Classification and Budgetary Classification for Expenses and Program Revenues.
Location Type	Identifies the Type of Location Information to be captured within the Locality ChartField for this Fund and whether the Locality ChartField will be required for Income Statement / Operations transactions.
Interest Income	<p>Identifies whether interest earned on behalf of the cash balance in this fund must be retained in this fund or if this interest earned can be reported with interest income of State Surplus funds in the General Fund.</p> <p>IR = Interest Income must be retained within this Fund            IS = Interest Income can be treated as Interest Income of State Surplus Funds in the General Fund.</p>

**GLT 2.01**

## Federal Funds

The federal appropriation and allotment for each federal grant, federal appropriation award and other federal receipts will be reported in a Federal Fund.

Each state functional agency will have one Federal Fund for each Federal Agency for which it receives federal funds with two exceptions:

If the Federal transactions in the FY 2006 CAFR were reported within a major fund, then there would also be a separate federal fund for each major fund by each state functional agency.

If the State Agency has Federal Funds of Multiple Fund Types for CAFR reporting (Special Revenue, Capital Projects, etc.), there would be one Federal Fund per Fund Type per Federal Granting Agency for each State Agency.

For federal receipt of funds with required matching components, the appropriation and allotment for State and Local Matching funding must be reported in separate State Fund(s).

The structure of the State Matching Funds, whether an agency has one State Fund for all grants, a State Fund for every grant or some combination of the two will be determined based upon the applicable State Appropriation and State Statute requirements.

The appropriation and allotment for the state and local matching component related to federal functions will be transferred on a regular basis, generally quarterly, to the Federal Fund(s) via the appropriate transfer process being administered by the State Budget Agency and the Auditor of State's office.

All transactions related to the federal function, including those associated with the state and local matching percentages will be accounted for in the Federal Fund.

The Fund Distribution Process through the use of Activity Codes, the Funding Source/Source Category and, where required, the Source Subcategory will be utilized to segregate federal, state and local transactions for:

- Federal financial reporting
- Federal cash drawdown calculations
- OMB A-133 audit processes

**NOTE**

For further information, please refer to the NEW State Accounting Manual.

**Commitment Control**

All Funds including Federal Grant Funds, State Matching Funds, Internal Service Funds and Fiduciary Funds will be required to establish appropriations and allotments for commitment control purposes.

**Combination Editing Rules**

Generally, the Fund ChartField value is a valid value for a transaction with a single predetermined Business Unit.

Exception – Federal Funds will be established at the Functional Business Unit level.

Multiple Distributional Business Units within a single Functional Business Unit could share the same Federal Fund if both received funds from the same Federal Granting Agency.

## 2.14

**How to Set Up a New Fund ChartField Value**

Agencies will submit requests for new Fund ChartField values through the agency's budget analyst.

New Fund ChartField values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Fund ChartField configuration rules and do not duplicate existing values. Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

**NOTE**

When an agency requests a new Fund ChartField value be created, they may provide the recommended fund attribute value for each of the eight Fund ChartField Attributes. All requests will be reviewed by Financial Control group.

## Account ChartField

### Account Chartfield Definition and Purpose

**Definition:** The account number is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure or effect on the financial position of the Fund or entity.

**Purpose:** Separate sets of accounts will be used to achieve the objectives of proper finance and budget control. Each is maintained in separate ledgers: the Financial Ledger and the Commitment Control Ledger.

### Account ChartField Basics

**Field Length:** The Account ChartField is configured as a six (6) numeric field.

**Required/non-required:** The Account ChartField will be required for all transactions.

**Account ChartField Values:** A single set of account numbers are used across all Business Unit transactions. The Account values are 6 digit numeric values with the following smart code requirements.

**2.15**

## 2.16

**Sample values:****Account Type – Position 1 in the 5 digit Account Chartfield.**

- 1 = Asset
- 2 = Liability
- 3 = Fund Balance
- 4 = Revenue
- 5 = Expense
- 6 = Internal Service Funds
- 7 = Other Financing Sources & Uses

**Account Subtype – Position 2 in the 6 digit Account Chartfield.**

- 11 = Cash
- 12 = Investments
- 13 = Loans
- 14 = Receivables
- 15 = Capital Assets
- 16 = Inventory & Collections
- 17 = Intergovernmental Assets
- 18 = Pension & OPEB Assets
- 19 = Other Assets
- 21 = Payables
- 22 = Revenue Bonds and Notes
- 23 = Accrued Liabilities
- 24 = Funds Held for Others
- 25 = Debt on Capital Assets
- 26 = Loans Payable
- 27 = Intergovernmental Liabilities
- 28 = Pension & OPEB Liabilities
- 29 = Other Liabilities



### **Account Subtype – Position 2 in the 6 digit Account Chartfield Continued**

- 31 = Unrestricted Fund Balance
- 32 = Restricted-Nonexpendable
- 33 = Restricted-Expendable
- 35 = Invested in Capital Assets Net of Related Debt
- 40 = Revenue Adjustments
- 41 = Taxes
- 42 = Exchange Revenues (Excluding Sales)
- 43 = Sales
- 44 = Grant Revenues
- 45 = Fines & Penalties
- 46 = Forfeitures, Abandoned Property and Donations
- 47 = Other Non-exchange Revenues
- 50 = Expense Adjustments
- 51 = Personal Services & Fringe Benefits
- 52 = Utilities
- 53 = Contractual Services
- 54 = Supplies, Parts & Materials
- 55 = Capital Costs
- 56 = Distributions to Other Local Governments
- 57 = Grants
- 58 = Social Service Payments
- 59 = Administrative and Operating Expenses
- 64 = Internal Service Funds – Revenue
- 65 = Internal Service Funds – Expenses
- 74 = Other Financing Sources
- 75 = Other Financing Users

### **Account Subtype-Commitment Control use only Position 1 in the 6 digit Account Chartfield.**

- A = Appropriations
- L = Allotments

## 2.18

## Guided Activity | Review an existing Account Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Account link and select a value for review

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/fsostrn/EMPLOYEE/ERP/C/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?FolderPath=PC

File Edit View Favorites Tools Help

Search Web

ChartField Values

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Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Account Map to Alternate Account

SetID: STIND Account: 113001

Effective Date Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1901 \*Status: Active Attributes

\*Description: SDO Cash - DNR

\*Short Description: SDO Cash

☐ Statistical Account UOM:

Monetary Account Type: Assets

Balance Sheet Indicator:

\*VAT Account Flag: Non-VAT Related

☐ OpenItem Account

Edit Record:

Prompt Table:

Reconcile Tolerance:

☐ Control Account ☐ Commitment Control Override

☐ Budgetary Only

Book Code:

☒ Allow Book Code Override

Physical Nature: VAT Default

Edit Field:

Description of Openitem:

Reconcile Currency:

Performance Measurement

☒ General Ledger Account ☐ Performance Measurement Acct ☐ ABM Account

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

Account | Map to Alternate Account

GLSC 2.05

## What Has Changed

- The Account ChartField will replace the current Object in GEAC.

All Accounts will be assigned an Account type.

The process for when a transfer account should be used versus when a Revenue or Expense account should be used has been clarified in the NEW State Accounting Manual to comply with Generally Accepted Accounting Principles.

The process for recording the Purchase of Capital Assets into the Asset Module has been revised in the ENCOMPASS system.

Specific Workflow Approval rules will be established for certain Account ChartFields,

such as Capital Assets, Leases, Transfers, and Prior Period Adjustments.

## Workflow Approval

The following accounts will require specialized workflow approval rules:

- Capital Assets
- Leases
- Transfers
- Prior Period Adjustments

## 2.20

**How to Setup a New Account ChartField Value**

Agencies will submit requests for new Account ChartField values through the agency's budget analyst.

New Account ChartField values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Account ChartField configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

When an agency requests a new Account ChartField value be created, they should provide the recommended fund attribute value for the Fund ChartField Attribute.

## Program ChartField

### Program ChartField Definition and Purpose

**Definition:** The Program ChartField is a classification of an activity according to the purpose or objective of the activity. One initiative, PROBE, supported the identification of these activities and from the resulting report, Program values have been established.

**Purpose:** The Program ChartField will provide classification and reporting capabilities similar to the “Function of Government” attribute assigned to agencies under the current system only with more flexibility and greater detail.

### Program ChartField Basics

**Field Length:** The Program ChartField is configured as a five (5) numeric field.

**Required/non-required:** The Program ChartField will be required for all Income statement/Operating transactions.

**Values:** The first three digits of the Program ChartField will correspond to a related PROBE classification, if the activity was assigned a related PROBE classification. The last two digits can be utilized by agencies to capture programmatic information at a level below the PROBE classifications. If an agency has activities that are not related to its PROBE An agency can establish additional Program ChartField values for these activities.

**2.21**

## 2.22

## Guided Activity | Review an existing Account Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Program link and select a value for review

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/isastrn/EMPLOYEE/ERP/C/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?FolderPath=Ps... Yahoo! Search

File Edit View Favorites Tools Help

Search Web Messenger My Avatar Mail Address Book Sign Out

ENCOMPASS

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- Position Accounting
- Process Partition ID
- Products
- Sales and Use Tax
- Shipping and Receiving
- Team Members

Program

SetID: STIND Program: 10003

Effective Date Status Description Short Description Manager Name Budgetary Only Attributes

Effective Date	Status	Description	Short Description	Manager Name	Budgetary Only	Attributes
01/01/1900	Inactive	House Of Representatives				Attributes

Save Return to Search Previous in List Next in List Notify Add Update/Display Include Histo

GLSC 2.06

## What Has Changed?

- The Program ChartField has no specific equivalent in the current chart of accounts.

**Required ChartField** – As noted above, the Program ChartField will now be a required ChartField for all Income Statement/Operating Transactions.

Going forward whenever an agency makes an entry to a Revenue, Expense, or Other Financing Sources or Uses account; the transaction will not be processed unless the Program ChartField is populated.

## Combination Editing Rules

Combination editing rules for Program ChartField values will be established at the Business Unit and Fund level.

Only the programs approved to be used with a specific Business Unit and Fund combination will be available for selection for transactions within that business unit.

## How to Setup a New Program ChartField Value

Agencies will submit requests for new Program ChartField values through the agency's budget analyst.

New Program ChartField values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Program ChartField configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

## 2.24

**Using Organizational Budgets (Optional)**

The ENCOMPASS system will NOT mandate that agencies develop Organizational Budgets (“Org Budgets”) at the Program ChartField level for either Commitment Control or Budget Tracking purposes.

Each agency has the ability to define whether they require an Org Budget at the Program ChartField level of internal agency management and whether that internal Org Budget will be at a Commitment Control or Budget Tracking level.



## Department ChartField

### Department ChartField Definition and Purpose

**Definition:** The Department represents an organizational function to which expenditures and other activities must be identified.

**Purpose:** The Department ChartField will be used to classify transactions according to a defined organizational structure or function.

**2.25**

### Department ChartField Basics

**Field Length:** The Department ChartField is configured as a six (6) numeric field.

**Required/non-required:** The Department ChartField will be required for all Income Statement/Operating transactions.

**Values:** The Department ChartField values will directly correspond to the Department values in the PeopleSoft Human Resources (HR) module.

## 2.26

## Guided Activity | Review an existing Department Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define
- 2 Select ChartField Values
- 3 Click the Department link and select a value for review

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/fsostrn/EMPLOYEE/ERP/C/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?PORTALPARAM...

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Department

SetID: STIND Department: 001001

Effective Date Find View All First 1 of 1 Last

\*Effective Date: 08/27/2007

\*Status: Active

\*Description: GVR- Governor's Off

\*Short Description: GVR- Gover

Manager ID: Manager Name:

Attributes

☐ Budgetary Only

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

GLSC 2.07

## What Has Changed

- Required ChartField – As noted above, the Department ChartField will now be a required ChartField for all Income Statement/ Operating Transactions.
- Going forward whenever an agency makes an entry to a Revenue, Expense, Transfer or Other Financing Sources or Uses account; the transaction will not be processed unless the Department ChartField is populated.
- Value Definition: As noted above, the Department ChartField values going forward will directly correspond to the existing values in the PeopleSoft HR module.
- Each Department ChartField value will begin with a three digit business unit specific value that is defined in the HR module.
- Each Department ChartField value will begin with a three digit business unit specific value that is defined in the HR module.
- This value is NOT the same value as your Business Unit ChartField value in the ENCOMPASS system.
- Department ChartField Attribute: There will be a new Department ChartField attribute assigned to every transaction to identify financial transactions related to specific operational activities. (See ChartField Attributes subsection below)

## ChartField Attributes

Every Department ChartField value will be assigned ONE of the attributes listed below.

No single Department code may be established that has more than one of the following attributes.

Generally, the attribute assigned to the Department ChartField value will represent the primary function of that department.

A revision will be necessary in the case where prior to ENCOMPASS Go-Live there was a single existing department that had a significant number of staff working in two or more of the areas below.

In this case, at the time of conversion an existing department in the HR department may have been divided into two or more distinct departments for HR and ENCOMPASS purposes.

## List of Department Attributes

Each Department code will be assigned one of the following attributes and corresponding attribute values:

- 1=Information Technology
- 2=Accounting / Finance
- 3=Human Resources
- 4=Administration
- 5=Marketing / Communications
- 6=Legal
- 7=Auditing
- 8=Purchasing
- 9=Legislative / Policy
- 0=None of the above

## Combination Editing Rules

Combination editing rules will be established where Department ChartField values will only be used with a related corresponding Business Unit ChartField value.

As noted earlier in this document, the first three digits of the Department ChartField will correspond to the unique Business Unit value in the HR module.

This three digit value is NOT the same as the Business Unit ChartField value in ENCOMPASS.

Combination editing rules will still be set so only a Department ChartField value with the corresponding HR module three-digit Business Unit code can be used with the related but unique Business Unit ChartField value for the corresponding agency in ENCOMPASS.

## How to Setup a New Department ChartField Value

New Department ChartField values will continue to be assigned by the State Personnel Department.

However, going forward an agency will need to recommend a Department ChartField Attribute value to be assigned to the new department.

Before the State Personnel Department approves a new Department and the corresponding Department ChartField value there will also be a central review of the need for the department and the accuracy of the assigned Department ChartField Attribute.

## Using Organizational Budgets (Optional)

The ENCOMPASS system will NOT mandate that agencies develop Organizational Budgets (“Org Budgets”) at the Department level for either Commitment Control or Budget Tracking purposes.

Each agency has the ability to define whether they require an Org Budget at the department level of internal agency management and whether that internal Org Budget will be at a Commitment Control or Budget Tracking level.

## Locality ChartField

### Locality Chartfield Definition and Purpose

**Definition:** The Locality ChartField identifies a geographic location or geographic area.

**Purpose:** The Locality ChartField represents a location, region, or other administrative sub-unit related to geographical location associated with a specific transaction.

### ChartField Basics

**Field Length:** The Locality ChartField is configured as a ten (10) numeric field.

**Required/non-required:** There will be a Fund Attribute that will denote if Locality ChartField is a required field on the Income Statement/Operational Transactions for a Fund and the type of geographic information to be reported in the Locality ChartField for that Fund. It can optionally be used for all other transactions.

**Values:** To be determined. The configuration of the Locality ChartField will be unique based upon the type of geographic information being reported in the Locality Field.

## Guided Activity | Review an existing Locality Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Locality link and select a value for review

2.31

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/fsostrn/EMPLOYEE/ERP/c/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?PORTALPARAM...

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Locality

SetID: STIND Locality: C12

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
01/01/2007	Active	Clinton	Clinton	<input type="checkbox"/>	Attributes

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

GLSC 2.08

## What Has Changed

- The Locality ChartField (GLSC 2.09) will replace the current Class ChartField.
- The valid values within the Locality ChartField for a Fund will be determined based upon a Fund ChartField Attribute.
- This Fund ChartField Attribute will also denote whether the Locality ChartField is a required field for all Income Statement/Operations transactions.
- Within the Locality ChartField there will be a single Statewide designation for each type of geographic location:

**Example:** Adams County will always be “C001” and a ChartField value that begins with a “C” will always denote the geographic location is a County.

## Combination Editing Rules

As noted above, the Fund ChartField Attribute will determine the valid Locality Values for that Fund and whether the Locality ChartField is required for Income Statement Operations transactions in this Fund.

## How to Setup a New Locality ChartField Value?

Agencies will submit requests for new ChartField values through the agency’s budget analyst.

New Locality ChartField values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Locality ChartField configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.



## Product ChartField

### Product ChartField Definition and Purpose

**Definition:** The Product ChartField will be used to track costs of goods or services provided to other State Agencies.

**Purpose:** The Product ChartField will be used by the State's Internal Service Funds to denote the individual good or service being billed to the recipient State Agency.

**2.33**

### Product ChartField Basics

**Field Length:** The Product ChartField is configured as a six (6) numeric field.

**Required/non-required:** Generally, the Product ChartField will not be a required field. In the case of Internal Service Funds, as denoted by the Fund Type Attribute for Fund ChartFields, the Product will be a required ChartField for all Income Statement/Operational Transactions within an Internal Service Fund.

**Values:** The Product ChartField values will directly correspond to the last four digits of the Other Financing Sources and Uses Account ChartField values for Internal Service Fund activity with the exception of two additional trailing zeros.

## 2.34

## Guided Activity | Review an existing Product Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Product link and select a value for review

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/isaostm/EMPLOYEE/ERP/C/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?FolderPath=PC

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Product

SetID: STIND Product: 642040

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
01/01/2007	Active	Long Distance Calling Card	Long Dista	<input type="checkbox"/>	Attributes

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

GLSC 2.09

## What Has Changed

- The Product ChartField will only be used by the Internal Service Funds to track the costs of goods or services provided to other State Agencies.

## How to Setup a New Product ChartField Value

Agencies will submit requests for new Product ChartField values through the agency's budget analyst.

New Product ChartField values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Product ChartField configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS

**2.35**

## Incident ChartField

### Incident Chartfield Definition and Purpose

**Definition:** Incident is a transactional classification used to track costs associated with a particular event or activity, such as a hurricane or tornado, as determined by the Statewide Financial Policy Group.

**Purpose:** The Incident ChartField should only be used as instructed by the Financial Policy Group. This ChartField will be used to accumulate costs related to specific large scale events across multiple agencies.

### Incident ChartField Basics

**Field Length:** The Incident ChartField is configured as a ten (10) numeric field.

**Required/non-required:** The Incident ChartField will be a non-required field, unless you are instructed otherwise by the Financial Policy Group.

**Values:** Incident ChartField values will be established on a specific event by event basis by the Financial Policy Group.

## Guided Activity | Review an existing Incident Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Incident link and select a value for review

2.37

ChartField Values - Windows Internet Explorer

http://gmswebp05pw.shared.state.in.us/psp/psaostm/EMPLOYEE/ERP/c/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?PORTALPARAM\_PTCNAV=EP\_FS\_C

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**Incident**

SetID: STIND Incident: AAA

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
10/16/2007	Active			<input type="checkbox"/>	Attributes

Save Notify Add Update/Display Include History

GLSC 2.10

## What Has Changed

- The Incident ChartField is a new ChartField as a means to capture the total cost across multiple State agencies of major events within the State. An example of the use of the Incident ChartField is presented below:

*If the Incident ChartField would have been in place during the Hurricane Katrina Relief Effort, a specific Incident code would have been assigned to all Hurricane Katrina Relief related costs. This would have allowed the State to easily calculate the total costs the State of Indiana incurred related to this relief effort.*

## How to Setup a New Incident ChartField Value

New Incident ChartField values will be determined centrally by the Statewide Financial Policy Group as requested by the Office of Management and Budget.

Once values are determined by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

## Budget Reference ChartField

### Budget Reference ChartField Definition and Purpose

**Definition:** The Budget Reference is used to identify the State fiscal year associated with the particular transaction.

**Purpose:** The purpose of the Budget Reference is to eliminate the need for the prior year Fund/Centers for tracking activity against prior year appropriations, grants and other period specific projects/programs.

**2.39**

### Budget Reference ChartField Basics

**Field Length:** The Budget Reference is configured as a four (4) numeric field.

**Required/non-required:** The Budget Reference ChartField will be a required ChartField for all Income Statement/Operational transactions.

**Values:** Budget Reference ChartField values will correspond to the four digit year for the appropriate State fiscal year.

## 2.40

## Guided Activity | Review an existing Budget Reference Chartfield Definition

- 1 Click Setup Financials Supply Chain > Common Definitions > Design Chartfields > Define Values
- 2 Select ChartField Values
- 3 Click the Budget Reference link and select a value for review

ChartField Values - Windows Internet Explorer

http://gmiswebp05pw.shared.state.in.us/psp/saostrn/EMPLOYEE/ERP/c/DESIGN\_CHARTFIELDS.FS\_CF\_VALUE\_HOME.GBL?FolderPath=PORTAL\_ROOT\_OBJECT

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Budget Reference

SetID: STIND Budget Reference: 2007

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes
01/01/1900	Active	2007	2007		Attributes

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

GLSC 2.11



## Project ChartField

### Project Chartfield Definition and Purpose

**Definition:** A Project is an accumulation of costs for a definite period of time.

**Purpose:** The Project provides a significant portion of the transaction classification capability necessary to track expenses, revenues, asset capitalization and other financial activity.

2.41

### Project ChartField Basics

**Field Length:** The Project ChartField is a fifteen (15) alphanumeric field.

**Required/non-required:** See the “When to Use a Project Section” presented below.

**Values:** The first three characters of the Project ChartField value are identical to the last three digits of the relevant State Agency’s Business Unit ChartField value. The last twelve digits of the Project ChartField value are a unique value that signifies the specific project.

#### NOTE

If one State agency (“State Subrecipient”) receives pass through federal funds from another State agency (“State Grantor”) the State sub-recipient will use the identical last twelve digits of the Project ID as that used by the State Grantor.

## What Has Changed

A Project will be REQUIRED in each of the following instances:

All expenses of federal funds must be reported using Projects, including:

- Federal Grants and Appropriations received.
- Federal Grants and Appropriations passed through to subrecipients within State government; and
- Federal Grants and Appropriations passed through to subrecipients outside of State government.

Any expense that results in the construction of a State capital assets must be reported using Projects, including:

- State construction projects;
- Construction of capital assets by State Agencies; and
- Construction of infrastructure assets by State Agencies.

*In cases where there are no federal funds expended or State capital assets constructed, the State Agency has the OPTION to use a Project for the related State function.*

State Agencies are allowed to report additional functions as Projects. Examples include:

- Certain State Agencies have decided to exercise the option to require a Project on every transaction.
- In other cases, a State Agency may have a certain State function that they may wish to track as a project due to operational or reporting needs.

## Project Structure:

**Federal Project Structure:** Each State Agency that receives a federal grant will have an individual Project that corresponds to each individual Grant Year Award.

- Agencies are allowed to have multiple “child” Projects that are more detailed in nature under the “parent” project that corresponds to the individual Grant Year Award.

**Capital Project Structure:** Each State Agency will have an individual Project for each of their distinct Capital Projects.

- Agencies are allowed to have multiple “child” projects that are more detailed in nature under the “parent” project that corresponds to the individual Capital Project.

## Subordinate ChartFields used with Project Chartfield

In addition to the Project ChartField, there are several additional ChartFields included in the Project Module. These ChartFields are listed below:

- Activity
- Source Type
- Source Category
- Source SubCategory
- Analysis Type

## How to Setup a New Project ChartField Value

Agencies that have been trained on the creation of the Project values will be allowed to setup the values in ENCOMPASS for their use.

Agencies that have not been trained on the Project setup should submit a request to GMIS to be created in ENCOMPASS.

## Project | Activity ChartField

### Activity Chartfield Definition and Purpose

The Activity ChartField within the Project Module will be used for two distinct purposes:

- Functional Activity
- Distributional Activity

### Functional Activity

**Definition:** The Functional Activity is assigned at the time the transaction is created to classify transactions for Budgetary and/or Reporting purposes.

**Purpose:** The three primary purposes for the Functional Activity are listed below:

- When a Project requires Commitment Control at a lower level of detail than the Project level, the required budget classifications will be captured in the Activity ChartField.
- When a Project does not require this additional level of Commitment Control, the Activity level will correspond to the classifications required for external reporting.
- For Capital Projects where the same capitalization rate will not be applied to the entire Project, the Activity will also be utilized to identify the varying capitalization percentages for groups of transactions.

### Distributional Activity

**Definition:** The Distributional Activity is assigned in the Activity ChartField on the new transactional lines generated in the Project Module when the original transaction undergoes Funds Distribution.

**Purpose:** The purpose of the Distributional Activity is to identify whether the individual transaction lines generated during Funds Distribution represent the Federal or State share of the original transaction.

### Activity ChartField Basics

**Field Length:** The Activity ChartField is a seven (7) alphanumeric ChartField.

**Required/non-required:** The Activity ChartField will be a required field whenever the Project ChartField is used.

**Values:** Activity ChartField values will be defined by the agencies with central coordination to ensure that identical Activity ChartField values have a consistent definition State-wide.

**2.45**

## Project | Source Type ChartField

### Definition and Purpose

**Definition:** The Source Type ChartField provides State Agencies with a ChartField to be utilized to meet their external and internal reporting needs not satisfied by the Activity ChartField.

**Purpose:** For State Agencies that are required for external and internal reporting to report transactional information at a level more detailed or different than the level utilized in the Activity ChartField, the Source Type ChartField will be utilized.

### Source Type ChartField Basics

**Field Length:** The Source Type ChartField is a five (5) alphanumeric ChartField.

**Required/non-required:** The Source Type is an optional ChartField within the Project module.

**Values:** Source Type ChartField values will be defined by the agencies with central coordination to ensure that identical Source Type ChartField values have a consistent definition State-wide.

## Project | Source Category ChartField

### Source Category Chartfield Definition and Purpose

The Source Category ChartField within the Project module will be used for two distinct purposes:

- Functional Source Category
- Distribution Source Category

**2.47**

### Functional Source Category

**Definition:** The Functional Source Category is assigned at the time the transaction is created. The Functional Source Category ChartField provides State Agencies with a ChartField to be utilized to assist in properly recording time and labor in the Project Module.

**Purpose:** For State Agencies that require an additional ChartField in the Project module to properly classify their Time & Labor costs this information should be recorded in the Functional Source Category ChartField.

### Distributional Source Category

**Definition:** The Distributional Source Category is assigned in the Source Category ChartField on the new transactional lines generated in the Project Module when the original transaction undergoes Funds Distribution. The Distributional Source Category will be identical to the Funding Source value in Commitment Control.

**Purpose:** The purpose of the Distributional Source Category is to denote the funding source for the expenditures after they have undergone Funds Distribution.

### Source Category ChartField Basics

**Field Length:** The Functional Source Category is a five (5) alphanumeric ChartField.

### Functional Source Category

**Required/non-required:** The Functional Source Category is an optional ChartField.

**Values:** Functional Source Category ChartField values will be defined by the agencies with central coordination to ensure that identical Source Category ChartField values have a consistent definition State-wide.

### Distributional Source Category

**Required/non-required:** The Distributional Source Category is a required ChartField for all Federal Projects.

**Values:** Distributional Source Category ChartField values will be centrally defined to correspond to the Funding Source value in Commitment Control.



## Project | Source SubCategory ChartField

### Source SubCategory Chartfield Definition and Purpose

The Source SubCategory ChartField within the Project module will be used for two distinct purposes:

- Functional Source SubCategory
- Distributional Source SubCategory

**2.49**

#### Functional Source SubCategory

**Definition:** The Functional Source SubCategory is assigned at the time the transaction is created. The Functional Source SubCategory ChartField provides State agencies with an additional ChartField to be utilized to assist in properly recording time and labor in the Project module in a lower level of detail than captured in the Functional Source Category.

**Purpose:** For State agencies that require a second ChartField in the Project module in addition to the Functional Source Category to properly classify their Time & Labor costs this information should be recorded in the Functional Source SubCategory ChartField.

#### Distributional Source SubCategory

**Definition:** The Distributional Source Category is assigned in the Source SubCategory ChartField on the new transactional lines generated in the Project module when the original transaction undergoes Funds Distribution. The Distributional Source Category will allow agencies to capture a lower level of detail related to a funding source than the level captured in Source Category.

**Purpose:** The purpose of the Distributional Source SubCategory is to capture funding source specific information at a lower level of detail than the Distributional Source SubCategory.

## ChartField Basics

**Field Length:** The Source SubCategory is a five (5) alphanumeric ChartField.

**Required/non-required:** Both the Functional Source SubCategory and the Distributional Source SubCategory are optional ChartFields.

**Values:** The Source SubCategory ChartField values, both Functional and Distributional, will be defined by the agencies with central coordination to ensure that identical Source SubCategory ChartField values have a consistent definition State-wide.

## Project | Analysis Type ChartField

### Definition and Purpose

**Analysis Type Chartfield Definition:** Analysis Type are assigned to transactions within the Project module to communicate information related to the transaction such as the source of the transaction, what the transaction signifies and how the transaction should be treated within the Project module.

**Purpose:** Analysis Type is used within the Project module to denote the actions that generated the transaction, to govern how the transaction should be further processed within the Project module, and where applicable to route the transaction to another module within ENCOMPASS.

## Analysis Type ChartField Basics

**Field Length:** The Analysis Type is a three (3) alphanumeric ChartField.

**Required/nonrequired:** The Analysis Type is a required ChartField, however, it is generally system generated based upon the relevant configuration rules.

**Values:** The Analysis Type ChartField values, will be defined by the agencies with central coordination to ensure that identical Analysis Type ChartField values have a consistent definition State-wide.

### Uses of Analysis Type:

There are several key uses that have been identified for Analysis Type. Several of these uses are described below:

- Analysis Type is one of the drivers for determining the transactions within the Project Module that will undergo the Funds Distribution Process as well as identifying the transactions that have already undergone the Funds Distribution Process. (See “Funds Distribution” section below).
- Analysis Type is utilized to identify certain transactions that should be recorded in the Projects Module from a Federal Reporting perspective that should not be posted into the State General Ledger. Potential examples include Third Party Match, In-Kind Contributions, Maintenance of Effort and certain types of Indirect Costs if not directly generated through the Billing Module.
- Analysis Type can also be utilized to determine if a group of transactions are either ready to be billed to the federal government or denote if the transactions have already been billed to the federal government.